

Management System: Budget and Financial Management

Subject Area: Internal Review

Procedure 5: Coordinating and Performing A-123 Process

Issue Date:
9/13/12

Lead Subject Matter Expert:
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1.0 Applicability

This information applies to Environmental Management Consolidated Business Center (EMCBC), Office of Financial Management, Internal Review Team who have responsibility for coordinating and/or performing tests of internal controls in order to comply with U. S. Office of Management and Budget (OMB) Circular A-123, *Management Responsibility for Internal Control, Appendix A, Internal Control Over Financial Responsibility*.

2.0 Required Procedure

Step 1	Annually , the U.S. Department of Energy (DOE) Headquarters (HQ) Office of Financial Control and Reporting (CF-12) issues guidance.
Step 2	The EMCBC Internal Review (IR) Team ensures the annual HQ guidance is communicated to EMCBC and Serviced Site Offices and contractors, as appropriate.
Step 3	<ol style="list-style-type: none">The IR team performs reviews to evaluate the effectiveness of the EMCBC and serviced sites internal controls in accordance with the annual guidance.Additionally, each applicable contractor performs self-assessments to evaluate the effectiveness of their internal controls.
Step 4	<ol style="list-style-type: none">The IR team performs reviews to ensure contractor internal controls are appropriate and functioning as required.The IR team reviews contractor reviews and consolidates the results as necessary.The IR team submits EMCBC's A-123 deliverables to DOE HQ in accordance with the annual guidance.

Step 5	Based on testing results and contractor submissions, the IR team prepares the annual EMCBC assurance memorandum . The EMCBC assurance memorandum is addressed to the DOE Assistant Secretary for Environmental Management (EM-1) and signed by the EMCBC Director.
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3.0 References

- [OMB Circular A-123](#), *Management Responsibility for Internal Control, Appendix A, Internal Control Over Financial Responsibility*

4.0 Records Generated

Records generated through implementation of this procedure are identified as follows, and are maintained by the Office of Financial Management in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime, Non-Permanent or N/A)
ADM 16-14-F1	Management Control Records- Review Files	Office of Financial Management	N/A